Position description
Curator of Archival Collections
July 2014

QUALIFICATIONS:
Masters Degree in Library Science or equivalent advanced degree in other field preferred
Administrative ability and management skills
Experience in archival management and planning; experience in writing and editing scholarly publications preferred

RESPONSIBILITIES:
Responsibility for the organization, availability, exhibition, preservation, and security of the Law School’s archival materials and rare books.

Edit the Occasional Publications of the Bounds Law Library, a series devoted to topics in legal history. Main responsibility for the layout and design of each publication as well as active in each contract negotiation. Work to facilitate the distribution of these publications, both in print and as e-books.

Additional curatorial responsibilities include the conception, design, and installation of rare book and artifact exhibitions for which descriptive and supporting materials are available in print with online availability forthcoming.

Supervise the work of three law student research assistants and an Archival Assistant position with a professional degree (JD). Their duties include the supervised processing of collections, directed research projects, as well as digitalization and preservation projects.

Assist Deputy Director and Director as needed.